African American Heritage Preservation Program

FY2022 Grant Workshop

Today's Agenda

- Introduction
- Eligibility
- Getting Started
- Project Scope & Budget Requirements
- Grant Administration
- Selection Process
- Q&A

Program Basics

- Grants fund construction-related projects
- Properties important to Maryland's African American history and culture
- Maximum grant = $100,000
- $1,000,000 available each year

Application Deadline

You must submit your online application by 11:59 pm on July 1, 2021

MCAAHC & MHT Partnership

africanamerican.maryland.gov   mht.maryland.gov

Eligibility Overview

Eligible Applicants

- Non-profit organizations
- Local governments
- State and Federal agencies
- Business Entities
- Private Individuals

Tips for Applicants

- Non-profits and businesses must be registered with SDAT
  - https://egov.maryland.gov/BusinessExpress/EntitySearch

- State and Federal agencies apply as non-profits

Eligible Properties

- Properties important to Maryland's African American history or culture

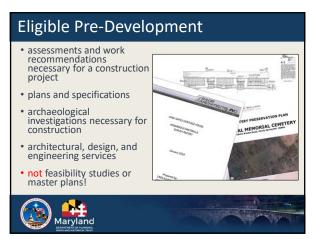- Historical designation is NOT required

Property Owner Consent is REQUIRED!

Your application will be rejected unless:

- You submit a letter of property owner consent – even if the owner and the applicant are the same
  - Use the template on the program webpage

- MHT can confirm the property owner
  - Check SDAT's property database online

Eligible Activities

Acquisition

Rehabilitation

New Construction

Pre-development as part of a capital project

Eligible Pre-Development

- assessments and work recommendations necessary for a construction project
- plans and specifications
- archaeological investigations necessary for construction
- architectural, design, and engineering services
- not feasibility studies or master plans!

Eligible Projects

- Must involve "capital" expenditures.
- Improvements should last at least 15 years
- Projects must start after the grant is awarded.
- Projects must meet the Secretary of the Interior's *Standards*.

What are the Secretary of the Interior's *Standards*?

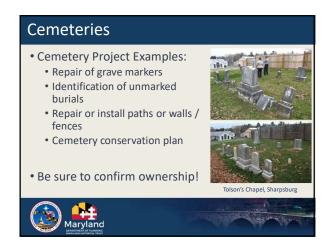Your project must protect historic features.

Sample Ineligible Costs

- Landscaping
- Staff salaries
- Insurance
- Maintenance
- Research
- Temporary exhibits
- Work that is not bid per MHT requirements

Religious Properties

- Religious sites can receive funds for exterior or structural work

- Repairs to religious symbols are not eligible

- Work on interior spaces that are not used for religious purposes may be eligible

Asbury M.E. Church, Easton

Cemeteries

- Cemetery Project Examples:
  - Repair of grave markers
  - Identification of unmarked burials
  - Repair or install paths or walls / fences
  - Cemetery conservation plan

- Be sure to confirm ownership!

Tolson's Chapel, Sharpsburg

Getting Started

4/1/2021

Where to begin?

- Identify application items that may take a while...
  - Letter of property owner consent
  - Letters of support
  - Budget
- Create a schedule for yourself to finish on time!

Develop Your Project

- Types of Projects:
  - Acquisition?
  - New construction?
  - Repair / renovation?
  - Pre-development?
- Project Timeline - Should the project be broken into phases?
- Project Urgency: What is the most urgent work that needs to be done?

Project Description

- What construction will you do?
- Does your description paint a picture for reviewers?
  - Tip: Don't just say, "stabilization" or "building repair." What needs repair?
- Be clear about what the grant will pay for.
- Is all work eligible?

Sample Project & Grant Work Description

Overall Project Description	Grant-Funded Work
The fellowship hall rehabilitation project began with a roof repair last year. The next phase of work will continue the exterior rehabilitation of the hall. The brick foundation piers will be repointed with appropriate mortar. The historic wood window frames and sashes will be repaired. The gutters and downspouts will be replaced, and the entry ramp will be upgraded to be ADA-compliant. The final phase will include interior work on the floors and bathrooms.	- architectural drawings for phase two - repoint foundation piers - repair historic wooden windows - replace gutters and downspouts - bring entrance ramp into ADA compliance

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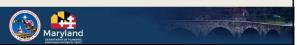**Your budget should match these items!**

Developing Your Budget

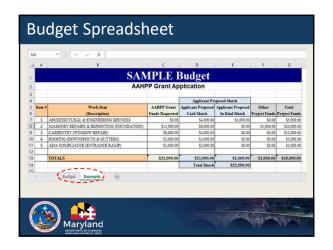- Get a rough estimate from an architect or contractor
- What funds and resources do you have?
- Can you manage the project or will you hire an architect or general contractor?

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Match & Other Project Funds

- All applicants EXCEPT non-profit organizations must provide 1:1 match
- Match can be cash or in-kind, but must relate directly to the grant project
- State funds cannot be used as match
- Non-profits can list Other Project Funds – don't provide match!

Budget Spreadsheet

Project Schedule

- Will you be ready to start as soon as the grant paperwork is complete?
- What are the phases of your project?
- What deadlines do you need to meet?
- Have you included time for design, permits, and hiring?
- Can you finish within the 2-year grant period?

Project Urgency

- Why is your project urgent?
- Does your property have other urgent needs?
  - Tip: don't ask for a new bathroom if your roof is leaking!
- Is there a time-limited opportunity?

African American Historical Significance

- How will your project benefit and teach the public?
- How will your project increase knowledge of African American history and culture in Maryland?

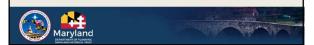Bethel AME Church, Easton

Grant Administration

Grant Administration Schedule

- July 1, 2021: Applications due 11:59 pm
- The following dates are approximate:
  - December 2021: Grant awards announced
  - December 2021-March 2022: Grant Agreements completed
  - December 2023: Project completed

Easements

MHT will let grantees know if a preservation easement is required.

What is an easement?

- An easement is a legal contract between MHT and the property owner.
- The easement is recorded in the local land records.
- The easement usually protects buildings, structures, and associated archaeological resources on the property.

Easement – What Are the Owner's Responsibilities?

- The owner must get MHT approval of before any work is started.
- The owner must maintain the property in good condition.
- Insurance may be required.

Easements & Grants

- Owner consent letter must state willingness to convey an easement.
- The easement must be conveyed before work begins or grant funds are released.
- Legal fees related to drafting the easement are NOT eligible for grant funding or as match.

What else should I know if I get a grant?

- ALL work approved by MHT BEFORE construction starts
- Grant funds can only pay for contractors hired through a process approved by MHT
  - NO sole-sourcing
- MHT can only pay the grantee, who will be responsible for paying contractors

Selection Criteria & Tips

Selection Criteria*

- Significance & Need
  - Significance of project
  - Urgency
- Project Design
  - Project scope & protective value
  - Project goals
  - Project budget
  - Financial capability
  - Project schedule
- Project Management
  - Administrative capability
  - Professional capability
- Public Benefit, Impact, & Local Commitment
  - public benefit
  - educational & demonstration value
  - local commitment
  - Leverage
- Special Initiatives
  - Relationship to ASALH theme "The Black Family: Representation, Identity, and Diversity"
  - geographic distribution

*See the Grant Guidelines for complete descriptions of these criteria.

Tips for a Successful Grant Application

- What are your goals for the project? How do they relate to the goals of MCAAHC and MHT?
- Show how your project/property will be sustained into the future
- Demonstrate local support for your project
- Review the Grant Guidelines
- Clearly and concisely state all responses. Make it easy for us!

Online Resources:
https://mht.maryland.gov/grants_africanamerican.shtml

Capital Funding Sources

AAHPP Grants	MHT Historic Preservation Capital Grants	Maryland Heritage Area Authority Capital Grants
Projects that promote awareness of African American history and culture	Projects that protect or repair important historical properties (no new construction)	Projects that promote heritage tourism in Maryland's Heritage Areas

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Contact Info

Charlotte Lake, Ph.D.
MHT Capital Grant and Loan Programs Administrator
charlotte.lake@maryland.gov or 410-697-9559
- Questions about construction, historic preservation, eligibility, technical application issues.

Chanel Compton
Executive Director, MCAAHC
chanel.compton@maryland.gov or 410-216-6180
- Questions about project purpose, site interpretation, funding priorities.